

Mission Hall Policies - version history (as at April 2026)

Document	Date	Status	Next review date
Conditions of Hire	26/01/2019		
	01/01/2022	Approved 23/02/2022	
	September 2023	Approved 23/11/2023	
	14/09/2024	Approved 24/10/2024	
	24/03/2025	Approved 01/04/2025	
	09/04/2026	Approved 16/04/2026	April 2027
Hall Information sheet		Approved 01/04/2025	
	09/04/2026	Approved 16/04/2026	April 2027
Safeguarding		15/10/2024 - agreed that statement in Conditions of Hire is sufficient	
Health & Safety Policy	10/12/2024	Approved 10/12/2024	
	16/04/2026	Approved 16/04/2026	April 2027
Health & Safety Pack	20/03/2025	Draft	
	16/04/2026	Approved 16/04/2026	April 2027
Risk Assessment	March 2025	Approved 13/05/2025	
		Reviewed 16/04/2026	April 2027
Fire Risk Assessment		Risk Assessment done 08/08/2025 - draft for approval	
		Approved 03/03/2026	April 2027
Electrical Testing Policy	November 2022	Approved 13/05/2025	
	10/12/2024	Approved 13/05/2025	
	16/04/2026	Approved 16/04/2026	April 2027
Food Safety Policy	21/10/2024	Approved 12/11/2024	
		Reviewed 16/04/2026	April 2027
Food Safety advice	21/10/2024	Approved 12/11/2024	
		Reviewed 16/04/2026	April 2027
Cake making advice	21/10/2024	Approved 12/11/2024	
		Reviewed 16/04/2026	April 2027
Finance Policy	October 2024	Approved 15/10/2024	
		Reviewed 16/04/2026	April 2027
Financial Reserves policy		25/04/2024 - Minute, agreeing to keep about one year's normal expenditure in Rental Fund and Building Fund, but not keep reserve in Improvements Fund without expenditure plan.	
Data Protection		Never formally agreed that this is not needed	
Equal Opportunities Policy	16/10/2024	Approved 12/11/2024	
		Reviewed 16/04/2026	April 2027
Duties of Trustees	August 2025	<ul style="list-style-type: none"> John Allen document "Duties of Trustees", April 2022 Bill Egerton "Being a Trustee", July 2023 Combined into single document, approved 30/07/2025	
		Reviewed 16/04/2026	April 2027
Conflict of Interest		21/03/2024 - Minute deciding that Policy not needed, but agreeing to have this as regular Agenda item	
Trustee Declaration		Lease requires Trustee to sign a Minute declaring their "acceptance and willingness to act in the trusts of the charity".	

		13/05/2025 - Agreed to be not needed.	
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Other compliance documents

Document	Date	Status	Next review date
Electrical Installation Test	14/05/2012	Fail	
	17/10/2012	Pass	
	11/01/2017	Fail	
	18/04/2018	Pass	
	12/10/2020	Pass	
	03/03/2025	Pass	March 2030
Electrical Equipment Test (PAT)	10/5/2012	PAT test	
	12/10/2018	PAT test	
	24/10/2019	PAT test	
	12/10/2020	PAT test	
	01/11/2021	PAT test	
	19/12/2022	Visual inspection	
	25/03/2024	PAT test	
Fire safety equipment servicing	30/03/2025	Visual inspection	March 2026
	21/11/2018		
	28/11/2022		
	28/09/2023		
	24/09/2024		
	15/09/2025		Sept 2026